

**City of Belmont
PARKS & RECREATION COMMISSION
MINUTES OF REGULAR MEETING OF FEBRUARY 7, 2018
One Twin Pines Lane, City Council Chambers**

CALLED TO ORDER AT 7:00 PM

COMMISSIONERS PRESENT: Foehr, Mittelstadt, Michaels, Fox, Bortoli, Fine and Cotten

COMMISSIONERS ABSENT: Block and Raddavero

STAFF PRESENT: Interim Parks and Recreation Director Schwartz, Senior Parks Maintenance Worker Ward and Administrative Assistant Saggau

PLEDGE OF ALLEGIANCE: Led by Chair Foehr

COMMISSIONER ANNOUNCEMENTS/AGENDA AMENDMENTS

Youth Commissioner Fine noted the YAC (Youth Advisory Committee) had a talk at the Library on Self Esteem. She also spoke favorably on newly hired Recreation Specialist Chris Bates.

Commissioner Bortoli reported on the lunch program and facility improvements at the Senior Center.

A request was approved for Senior Parks Maintenance Worker Ward's presentation in Department Reports to be moved up prior to the Items of Business.

CONSENT CALENDAR

January 10, 2018 Minutes

ACTION: On a motion by Commissioner Fox, seconded by Commissioner Bortoli the minutes were approved. **Vote: 6 Commissioners and 1 Youth Commissioner in favor, Commissioner Block and Youth Commissioner Raddavero absent.**

OTHER BUSINESS/UPDATES – Department Reports

Senior Parks Maintenance Worker Ward gave a presentation on the Parks Division. He reviewed the areas of responsibility of the Parks staff which include:

- Parks Maintenance
- Facilities Maintenance
- Right Of Way/Median Maintenance
- Sports Turf/Ballfield
- Open Space Management
- Irrigation Maintenance/Repairs
- Improvement Projects

Senior Parks Maintenance Worker Ward answered questions and heard comments from Commissioners.

ITEMS OF BUSINESS

Evaluate the Need for a Public Art Commission

Commissioner Mittelstadt gave a report on the progress of the Ad-Hoc Committee. He noted Interim Parks & Recreation Director Schwartz did a survey of nearby cities and the results were reviewed and distributed to the Commission. He explained the next steps would be to meet with local artists and Council members. Commissioner Fox suggested the Ad-Hoc Committee meet with Courtney Correras of Belmont Connects who expressed interest in working with the Commission.

Commissioners provided comments and suggestions:

- Consider how proactive or reactive the Arts Commission would be
- Review what the former Belmont Arts Commission accomplished
- Brainstorm ideas on what an Arts Commission might do
- Collect information by surveying the community on projects they would like to see done
- Consider how long funding would last and create timeline for projects to do
- Consider the level of return and ways to evaluate success
- Review of the minutes of the former Belmont Arts Commission meetings

The Commission requested staff scan documents of the former Belmont Arts Commission and forward to the Committee for review.

Sports Complex Synthetic Grass Field Project

Interim Parks and Recreation Director Schwartz reported the Agreement for preparation of plans for construction went to the City Council for approval. The City Council requested more time to review this item and it will be back on the agenda at their next meeting.

Potential Parks Use Rule Regulating E-Bicycles

Interim Parks and Recreation Director Schwartz explained he checked with several nearby cities on e-bike regulations and found most had no regulations at all. He found Burlingame does not allow bikes on trails but they are currently reviewing their regulations for bikes which would include e-bikes. He displayed photos of the current signage posted and pamphlets available at the open space trail locations.

Interim Parks and Recreation Director Schwartz presented three options for the Commission's consideration:

1. Track incidences and complaints
2. Emphasize existing regulation
3. Recommend new regulation

The Commission discussed and agreed to start with Option 1 with updates to the Commission. It was also suggested to have volunteers go out and monitor the number of e-bikes on the trails, post a notice at the trailheads to report issues with e-bikes, and talk to citizens to find out if there are concerns.

Commissioner Michaels suggested considering a way to unify the signage at the trailheads.

Development of an Annual Commission Calendar

Chair Foehr reported she and Interim Director Schwartz prepared a draft Commission Calendar for the Commission to consider. Commissioners provided their comments and suggestions:

- Review of Adopted Budget be July/August as one of those meetings would be canceled
- Add Parks with Athletic Fields Update in February
- Recap of all programs throughout the year
- Add staff guest speakers to calendar
- Add Bicycle and Pedestrian Committee to June

Development of an Open Space Acquisition Policy

Interim Parks and Recreation Director Schwartz reviewed the proposed process and criteria for an Open Space Acquisition Policy outlined in the staff report. Commissioners provided comments and questions to consider:

- Would donations be solicited for?
- Establish a rating system to provide a score for the Council recommendation
- Consider who determines environmental impacts
- The areas with the most potential for land acquisition are Monte Cresta/Alhambra, below Cipriani neighborhood, San Juan Canyon, and Western Hills
- Add to Criteria consider long term potential

It was suggested that a review of Open Space Land be considered for a future Commission agenda item.

Staff to update and review this policy with the Community Development Director and bring back to the Commission.

Development of Parks & Recreation Commission Priorities

Interim Parks and Recreation Director Schwartz reviewed the list of projects and their status on the list of priorities.

Commissioners provided their comments and suggestions:

- Add Pump Track to the List
- Twin Pines Park Master Plan should be on front burner
- Consider artificial turf at McDougal Field
- Either remove asterisks or note reference on list
- Items missing from list
 - City Wide Volunteer Program
 - Open Space Maintenance Management
- Request to alphabetize priority lists

ACTION: On a motion by Commissioner Michaels, seconded by Commissioner Fox, the Commission moved the bike pump track under upcoming priorities.

Vote: 6 Commissioners and 1 Youth Commissioner in favor, Commissioner Block and Youth Commissioner Raddavero absent.

O'Donnell Park Playground

Commissioner Cotten reported the Committee reviewed 10 proposals for design and construction management services and interviewed two companies. John Cahalan Landscape Architects was selected to design this project. Interim Parks and Recreation Director Schwartz added this Agreement would be on the next City Council Agenda.

OTHER BUSINESS / UPDATES

Department Reports

Interim Parks and Recreation Director Schwartz reported on the following:

- State-wide Park Bond Measure to be on June ballot
- Barrett Community Center Improvements
- South Field Netting Project
- Sports Complex Scoreboards
- Recruitments
 - Recreation Supervisor
 - Parks and Recreation Director
 - Administrative Assistant
- Commission Appreciation Dinner

Questions and Comments

In response to Commissioner Bortoli's question Interim Parks and Recreation Director Schwartz said the Veterans Memorial plaque that was displayed at the old City Hall site will be placed near the new Veterans Memorial in Twin Pines Park.

Commissioner Michaels stated he is looking forward to the Father Daughter Dance.

Interim Parks and Recreation Director to email the Commission Opening Days for the Youth Softball and Little League.

2018 PRIORITIES

Council Top Priorities

- Athletic Field Improvements
- Barrett Community Center Master Plan

Council Other Priorities that include Parks and Recreation

- Twin Pines Park Master Plan
- Citywide Program to Encourage Volunteerism
- Evaluate the Need for a Public Art Commission – *In Progress*

Commission Priorities

- Parks, Recreation, and Open Space Master Plan
- Department Resources and Budget

- Review of Maintenance and Management of Open Space Areas
- Bicycle Pump Tracks

Completed Priority Items

- Dogs in Parks Policy
- Veterans Memorial
- Tree Ordinance Update

FUTURE AGENDA ITEMS

- Review Priority List that is included on the minutes
- Review of Open Space and Maps
- Review of Signage at Open Space sites
- Volunteer Coordinator Position
- Solar Projects and Energy Efficiency
- City Website Update
- Recreation Programs and Scheduling
- Sports Complex Turf Project
- Twin Pines Park Interview and Planning Committees

ADJOURNMENT

The meeting was adjourned at 9:50 p.m.

Randy Schwartz
Interim Parks and Recreation Director